

FINAL SUBDIVISION APPLICATION INFORMATION

Alton Planning Board

P.O. Box 659
Alton, NH 03809

Tel. (603) 875-2162

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No excavation or timber cutting may be undertaken until all state and local permits required for the construction of the site have been obtained. Copies of all state and local permits must be provided to the Planning Department.

In addition to the checklist requirements, an application must include the following at the time of submission:

- Required application fees. These fees are non-refundable unless approved by the Alton Planning Board.
- Application Fee Schedule form filled out completely. Please do not include Recording Fees at time of application submission. Recording fees will be collected if application is approved.
- Abutters list including all abutters, owners, holders of any easements and agents involved in the application per RSA 676:4, I(d). Abutters can be verified at the Assessing Department and Tax Collector's Office. Map and lot numbers must be included for each abutter. The Planning Department staff is not responsible to verify abutter information.
- Plan sets are to be no larger than 22"x 34". Full plan sets are to be folded; rolled plans will not be accepted.
- If the property is in Current Use, the status of the property before and after the subdivision shall be indicated on the plan.
- One 11"x17" reduced copy of the complete plan set and five (5) plan sets 22" x 34".
- The application must include a separate narrative for the project proposal.
- One addressed No 10 business envelope for each individual abutter/owner/agent/etc. DO NOT PUT RETURN ADDRESS ON ENVELOPE.

After the plan is approved the applicant will submit:

- One (1) copy of a complete draft final plan to the Planning Department. Once the Planning Department has notified the applicant that draft final plan is acceptable, the applicant will submit four (4) final paper copies of the final plan set, one (1) mylar and one 11" x 17" set to the Planning Department. Final Plan sets are to be no larger than 22"x 34".
 - Two (2) checks for recording fees and postage are to be submitted with the final approved plans: one made payable to Belknap County Registry of Deeds:
 - \$26.00 per mylar sheet to be recorded.
 - \$25.00 per plat for LCHIP fee.
 - \$12.00 for the first page and \$4.00 for each additional page for deed(s) or other documentation to be recorded
- And one made payable to the Town of Alton:
- \$8.00 for postage and handling to mail the mylar. For multiple page plan sets additional postage may be required.

The Subdivision Application Information on this page is outlined as a Subdivision In-House Application Checklist on the following page.

If you have any questions please feel free to contact the Planning Department at 875-2162.

Subdivision In-House Application Checklist

Items Needed at time of Application

This Subdivision In-House Application Checklist outlines the Subdivision Application Information provided on the previous page.

| <u>Item</u> | <u>Required</u> | <u>Received</u> | <u>Needed</u> |
|--|-----------------|-----------------|---------------|
| 1. Copies of all state and local permits | X | | |
| 2. Fee schedule and check (Made payable to Town of Alton) | X | | |
| 3. Abutters list including all abutters, owners, holders of any easements and agents involved in the application (double spaced) | X | | |
| 4. Plan sets no larger than 22"X34" (Folded, not rolled) five (5) large; one (1) 11"X17" (Stamped by licensed engineer) | X | | |
| 5. If Current Use, indicate status of the property before and after the subdivision indicated on plans | X | | |
| 6. Separate narrative for the project proposal. | X | | |
| 7. No. 10 business envelopes with abutters' mailing information already complete.(DO NOT PUT RETURN ADDRESS) (1 extra envelope for each applicant/agent/etc. to receive a Notice of Decision) | X | | |
| 8. Brief explanation of each waiver requested. | X | | |
| 9. Agent authorization signed by the property owner. | X | | |

**FINAL SUBDIVISION
APPLICATION FORM
ALTON PLANNING BOARD
ALTON, NH**

DATE REC'D _____

CASE # _____

OWNER(S) OF RECORD: _____

MAILING ADDRESS: _____

PHONE: _____

LOCATION OF DEVELOPMENT: _____

TAX MAP _____ LOT _____ ZONING OF PARCEL _____

SITE IN ACRES _____ SQUARE FEET _____

NUMBER OF LOTS, INCLUDING REMAINDER: _____

FRONTAGE ON WHAT ROAD(S); INCLUDE NEW ROAD NAME IF APPLICABLE:

WATER: MUNICIPAL _____ OR WELL _____

AGENT OF THE OWNER OR CONTACT PERSON:
NAME _____

ADDRESS _____ PHONE _____

WAIVERS REQUESTED: YES _____ NO _____ INCLUDE WRITTEN REQUESTS

SPECIAL EXCEPTION OR VARIANCE GRANTED BY THE ZBA: YES _____ NO _____
IF YES, PROVIDE THE APPLICABLE DATE(S) _____

THIS PLAN REPRESENTS AN AMENDED PLAN: YES _____ NO _____

DATE OF CONCEPTUAL CONSULTATION, IF ONE: _____

DATE OF DESIGN REVIEW, IF ONE: _____

I/WE CONSENT TO ALLOW THE ALTON PLANNING BOARD OR ITS REPRESENTATIVE TO MAKE ON SITE INSPECTION(S) OF MY/OUR PROPERTY AS DEEMED NECESSARY FOR THE EVALUATION OF MY/OUR SUBDIVISION APPLICATION.

I/WE UNDERSTAND ALL INFORMATION REQUIRED BY REGULATION MUST BE SUPPLIED, OR A WRITTEN WAIVER REQUEST MUST ACCOMPANY THE APPLICATION. NONCOMPLIANCE IS GROUNDS FOR DENIAL (RSA 676:4).

SIGNATURES OF APPLICANTS:

DATE _____

DATE _____

SIGNATURE OF AGENT:

DATE _____

ALTON FINAL SUBDIVISION APPLICATION CHECKLIST

| Number | Item and description | Provided | Waiver |
|----------------------------------|--|----------|--------|
| 6.1 | An initial fee | | |
| 7.1. | Project Application Form, Cover Letter, and written requests for waivers. | | |
| 7.1 | <u>Plats:</u> five dark line and one 11"x 17" reduction copies of the plat, plans and specifications. | | |
| | One copy of Completed Application Requirements Checklist. | | |
| 7.2. Plat Specifications. | | | |
| 7.2.1. | <u>Sheet sizes:</u> 22x 34 inches | | |
| 7.2.2 | <u>Margins:</u> Left margins of two inches for binding and remaining borders at least one inch. | | |
| 7.2.3 | <u>Title Block.</u> All plats and plan shall have a title block. | | |
| 7.2.4. | <u>Subdivision Name:</u> The proposed subdivision name. | | |
| 7.2.5 | <u>Name and addresses:</u> Name and address(s) of owner(s) of record, subdivider(s) (if other than owner(s), surveyor and engineer and/or designer (if any); and Alton Tax Map and Lot number. | | |
| 7.2.6. | <u>Scale:</u> Subdivision not more than one hundred (100) feet to one inch as shown on a bar scale. | | |
| 7.2.7. | <u>Dimensions:</u> All dimensions in feet and decimals of feet. | | |
| 7.2.8. | <u>North Arrow:</u> Dated if magnetic. | | |
| 7.2.9. | <u>Survey Accuracy:</u> The accuracy of the survey shall be 1 part in 10,000 | | |
| 7.2.10. | <u>Subdivision Purpose:</u> | | |
| 7.2.11. | <u>Certification:</u> The signed seal of a NH registered land surveyor attesting that the plat is substantially correct. | | |
| 7.2.12. | <u>Plat date:</u> The date of plat and dates/reasons for any revisions – lower right corner. | | |
| 7.2.13. | <u>Signature Block:</u> A signature block for approval by Chairman/Vice-Chairman with the date approved and date signed shall be on the plat. | | |
| 7.2.14. | <u>Building lines:</u> The plat shall show the <u>building setback lines and lot numbers.</u> | | |
| 7.2.15. | <u>Locus:</u> A locus block shall be in the upper left corner with tax map and lot numbers. | | |
| 7.2.16. | <u>Legend:</u> All symbols on the plat shall be clearly defined within the legend. | | |
| 7.2.17. | <u>Utility poles:</u> The plat shall show all utility poles the location and numeral designation. | | |
| 7.2.18. | <u>Abutting Property:</u> Names and addresses of owners of record of abutting property with map and lot numbers: | | |

| <u>Number</u> | <u>Item and Description</u> | <u>Provided</u> | <u>Waiver</u> |
|---------------|---|-----------------|---------------|
| 7.2.19. | <u>Location:</u> Road or highway and coordinates from United States Geological Survey quadrangle map or other suitable location plan (10,000 foot grid). | | |
| 7.2.20. | <u>Details on Abutting Properties:</u> Names and locations of all roads easements, alleys, parks and open spaces and similar facts regarding abutting property and to include both sides of the road. | | |
| 7.2.21. | <u>Metes and bounds:</u> Location of all existing and proposed property lines with dimensions and bearings. | | |
| 7.2.22. | <u>Existing easements:</u> Existing and proposed easements shall be shown | | |
| 7.2.23. | <u>Natural and cultural features:</u> Buildings, watercourses, ponds or standing water, rock ledges, stonewalls, cemeteries and easements to cemeteries, etc. | | |
| 7.2.24. | <u>Soils.</u> Soils types as shown by the Belknap County Soil Survey. A description of the soil classification shall be provided with a note on the plan. | | |
| 7.2.25. | <u>Substandard lot:</u> Where a portion of the subdivider's property remains un-subdivided, sufficient information shall be provided to show that no substandard lot is created. | | |
| 7.2.26. | <u>Existing and future improvements:</u> Location, names and widths of existing and proposed roads and location of existing and proposed driveways; existing and proposed wells, water mains, utilities, septic systems, culverts, drains and proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage. | | |
| 7.2.27. | <u>Elevations:</u> Two to five feet contours. The elevations should be referenced to M.S. L. (mean sea level) or to the mean high water level of the nearest surface water or to other local benchmark. At least one permanent benchmark shall be set on the property and be described on the plans. | | |
| 7.2.28. | <u>Public use:</u> Location of all parcels of land proposed to be dedicated to public use and the conditions of such dedication ... | | |
| 7.2.29. | <u>Future development:</u> Where the layout submitted covers only a part of the subdivider's entire holding, a sketch of the prospective future road system ... | | |
| 7.2.30. | <u>Flood plain data:</u> The one-hundred year base flood elevation data must be denoted on the plat as required by the Town of Alton Floodplain ... | | |
| 7.2.31. | <u>Descriptions:</u> Description or drawings of street lighting, building lines, pedestrian ways, reservations and easements including public utility and drainage easements and designs of any bridges, culverts and dams if required. | | |
| 7.2.32. | <u>Reserved areas:</u> Location of areas within the subdivision, the title to which is to be reserved by the subdivider(s). | | |

| <u>Number</u> | <u>Item and Description</u> | <u>Provided</u> | <u>Waiver</u> |
|--------------------------------|--|-----------------|---------------|
| 7.2.33. | <u>Wetlands:</u> All wetland boundaries. The wetland boundaries shall be “flagged” using red plastic ribbon bearing descriptive text. <u>Both a NH Surveyor and a NH Wetland Scientist shall stamp the plat.</u> | | |
| 7.2.34. | <u>Zoning district boundaries:</u> The requirements of the zone shall be included in a note on the plat. | | |
| 7.3. Project Narrative: | | | |
| 7.3.1. | <u>Describe Scale -</u> Numbers of acres, dwelling units, bedrooms, projected increase on auto trips per day and overall positive and negative impacts on the community. | | |
| 7.3.2. | <u>Describe Timing</u> | | |
| 7.3.3. | <u>Describe Significant Features</u> | | |

**ALTON PLANNING BOARD
APPLICATION FEE SCHEDULE**

Received From: _____ Date: _____

Case #: _____ Tax Map/Lot # _____

Application Fees for Subdivision

Minor Subdivisions: \$150 per lot, including existing lot \$ _____

Major Subdivisions: \$500 base fee + \$150 per lot including existing lot \$ _____

Amended Subdivisions: \$50 \$ _____

Abutter Fee: \$6 per abutter x total # of abutter notices _____ \$ _____

Notice of Decision: \$1.00 per person to receive notice by mail. (Including owner) \$ _____

Fee for notifying NHDES Dam Bureau if subdivision is within 500 feet of a body of water: \$2.00 \$ _____

Newspaper Notification Fee: \$75.00 \$ _____

Admin. Fee for Legal Review if required: \$350.00 \$ _____

Total \$ _____

The following fees are to be submitted after approval:

Recording Fee: 22" X 34" = \$26 per page for mylars \$ _____

Make check payable to Belknap County Registry of Deeds

**All documents recorded require additional \$25.00 LCHIP fee made payable to the Belknap County Registry of Deeds \$ _____

Total \$ _____

Postage for mailing items to the Registry: \$8
(Make check payable to Town of Alton, NH) \$ _____

For multiple page plan sets, additional postage may be required.

PLEASE NOTE: Application fees are non-refundable unless approved by the Planning Board